DOCUMENT RESUME

ED 089 784 56 IR 000 509

TITLE	A National Network for the Acquisition, Organization, Processing and Dissemination of Materials by and About Blacks.
INSTITUTION	Florida Agricultural and Mechanical Univ., Tallahassee.; Urban Resource Systems, Haslett, Mich.
SPONS AGENCY	Bureau of Libraries and Educational Technology (DHEW/OE), Washington, D.C.
BUREAU NO	BR-2-1019
PUB DATE	Jan 74
GRANT	OEG-0-72-4712
NOTE	90p.; For related document, see IR 000 506
EDRS PRICE	MF-$0.75 HC-$4.20 PLUS POSTAGE
DESCRIPTORS	*African American Studies; *Instructional Materials; Library Acquisition; *Library Materials; *Library Networks; Library Surveys; *National Programs; Program Descriptions; Special Libraries

ABSTRACT

A project studied the need for a national library network which would deal with materials by and about blacks. A framework for such a network was developed. Existing black materials were surveyed, agencies holding collections of such materials were analyzed, and a combined agency network conceptualized. The concept was then reviewed by impartial critics, followed by the development and review of a proposal for a national network. The findings of the surveys were reviewed. The proposed network is fully described, including discussions of its objectives, structure, scope, functions and services, users, facilities and equipment, developmental time table, and evaluation. The report also details the budget required for such an undertaking; six appendixes provide additional data. (PB)

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A NATIONAL NETWORK FOR THE ACQUISITION, ORGANIZATION, PROCESSING AND DISSEMINATION OF MATERIALS BY AND ABOUT BLACKS

Designed by

URBAN RESOURCE SYSTEMS
Bethesda, Maryland

for

FLORIDA A & M UNIVERSITY
Tallahassee, Florida

January 1974

The research design contained herein was performed pursuant to a grant with the U.S. Office of Education. Organizations undertaking such projects under Government sponsorship are encouraged to express freely their professional judgment in the conduct of the project. Points of view or opinions stated do not, therefore, necessarily represent official Office of Education position or policy.

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ED 089784

EO NO.: 001480
NIH NO.: 503330
GRANT NO.: OEG-0-72-4712
TRANSACTION NO.: 72-0-E-7585
PROJECT NO.: 2-1019

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CHAPTER I

THE PROBLEM

A review of the history of Black America clearly indicates that the economic, political and social spectrum of the United States has impeded progress in the production and dissemination of literature and other communication devices by and about Blacks-Peoples of African descent.

Traditionally, the collection and preservation of all forms of communication used by man, i.e., books, records, tapes, photographs and paintings, have been left to the discretion of public, private and university libraries. Some individual collections were established to secure the residual papers and memoirs of celebrated persons.

Except in the case of predominantly Black institutions, where the value of materials by and about Blacks has always been recognized for research and/or nostalgic reasons, communication devices by and about Blacks were considered to be too specialized and not "important" enough to be collected.

In recent years, new forms of communication such as audiovisual materials, posters and oral communications, etc. have emerged as important. The production of these materials

has greatly increased; therefore, attempts to develop Black collections and other ethnically oriented information retrieval systems have been more widespread.

As a result, there is now an imperative need to coordinate these efforts through the development of a National Network for collecting, organizing, preserving and disseminating materials by and about peoples of African descent. Concurrently, it is essential to develop a system for the acquisition and coordination of these materials.

Consequently, Florida A and M University issued a contract to Urban Resource Systems to develop a research design illustrating a National Network for the coordination of Black materials. This proposal, in turn, would be submitted to appropriate agencies for funding.

A. Statement of the Problem

During the last three hundred and fifty years, thousands of books, records, pamphlets, paintings, photographs, and other communication devices by and about peoples of African descent have been produced. Some of the more obvious items such as books, records, newspapers, periodicals, and pamphlets are easily retrievable; however, some items are more elusive because they have never before been generally viewed as "collectable" and have not been sought on a nationwide basis. Among these are: bibles, diaries, and memorabilia such as letters, photographs,

scrapbooks, wedding and other types of albums. In many instances these materials have gone uncollected, uncataloged, and generally unsought. They exist in many locations. They may be found in homes, in churches, in offices, in a variety of locations which the average "collector" would not investigate.

In some cases important collections exist in institutions with "limited" funding. These agencies, in fact, are often historical sites representing the point of origin for their inclusive materials. Personnel, maintenance, and dissemination are equally problematic for such institutions. Solving the general problems associated with the collection, organization, acquisition, storage, and dissemination of materials by and about Blacks must involve the assistance from such collectors. It must also involve the development of a systematic approach to the storage, retrieval, and dissemination of such materials. The serious and vital need for the encouragement of the preservation of Black resources is closely linked to the need for the preservation and cultivation of the Black oral tradition, Black genealogy, and Black historic sites.

B. Statement of the Need

1. Special Projects and Efforts

There are already special projects and special efforts within the continental United States which are devoted to the concepts of (1) identification of materials

by and about Blacks, and (2) preservation of those materials. Most of these special projects have gone on record in favor of a national method of coordination. Some of these efforts are:

1. Amistad Research Center
   Dillard University
   New Orleans, Louisiana

2. Black Oral History Program
   Duke University
   Durham, North Carolina

3. Black Oral History Program
   Fisk University
   Nashville, Tennessee

4. Black Research Information Coordinating Service, Inc.
   Tallahassee, Florida

5. CEMBA--Collection & Evaluation of Materials by and about Black Americans
   Alabama Center for Higher Education
   Birmingham, Alabama

6. Kinte Library Project of Black Heritage and Genealogy
   1740 Sacramento Street
   San Francisco, California

7. Martin Luther King Center for Social Change
   671 Beckwith Street S.W.
   Atlanta, Georgia

8. Black Sources Project
   194 Washington Park
   Brooklyn, New York

Periodically a new organization announces that it will specialize in the acquisition of Black materials.

Such pronouncements, which are the prerogative of the issuing organization, should be channeled through a nationally organized activity (ideally a group of agencies)

whose specific function would be to coordinate all activities related to research, acquisition, dissemination, storage and review of materials by and about Blacks.

One of the most ambitious existing projects is the African American Materials Project, or the "Six State Study," directed by Annette L. Phinazee at North Carolina State University.

The history of the project as described in its most recent funding proposal is described below:

> In June 1971 the U.S. Office of Education awarded a grant of $53,265 to North Carolina Central University, School of Library Science, to identify and coordinate African-American materials in six southern states. A full-time Assistant Director and Secretary were employed and a headquarters office was established in the James E. Shepard Memorial Library. Librarians at Tuskegee Institute, Alabama; Atlanta University, Georgia; South Carolina State College; Fisk University, Tennessee; and Hampton Institute, Virginia joined this staff in launching the project.
>
> A questionnaire was sent to 1,289 institutions. Of the 677 who responded, 250 indicated that they have African-American materials--15 of these are academic libraries.
>
> The participants began by locating and describing holdings in newspapers, periodicals, and bibliographies. A list of over 1000 newspapers and periodicals and another of over 16,000 authors of monographs were compiled. The lists were reproduced and sent to the participants.
>
> Field methods, search techniques, and reporting procedures had to be developed. An effort is being made to record as many of the details as possible in order to assist others who may engage in similar activities. It was discovered that an approach by type of material (newspapers, periodicals) is practical only when collections are organized.

Reports sent back to Headquarters indicate the holdings that are in the six states. As additional titles are discovered, the Headquarters files on cards have facilitated integrating them into the original lists.

Over the two-year period, the Headquarters staff has developed methods of organizing the data that make it possible to answer inquiries immediately and have records of certain information ready for publication eventually.

The participants were in unanimous agreement concerning the need to strengthen and develop archival programs, a decision which might have long-range effects on the growth and development of their institutions. The vast quantities of materials (official records, personal papers, documents, photographs) relating to the history of these institutions should be systematically deposited and organized in repositories. They are often valuable sources of information about Black people.

Phase II of the Project began on July 1, 1972 with a grant of $74,679. Additional funds were allocated to expand efforts to identify and report on materials in the six states. Two university libraries have union catalogs of the holdings of all of the principal libraries in their states and searching them was permitted.

In addition to the forms of materials listed under Phase I, efforts were made to discover and coordinate manuscripts, theses, and oral history records. Union lists of these materials have been started on cards, and are expanded as new titles are received.

Consortium purchases with the $25,000 Title II-A grant were completed by June 1973. A list of the materials that were bought with these funds is being prepared. Teachers and scholars in these six libraries will be able to get information from this list by author and broad subject. Each library's list will also be included. These holdings are being shared with other librarians who request this service.

Phase III of the Project began on July 1, 1973 with a grant of $29,998. These funds must be restricted to preparing the data which has been reported for publications.

> All of the participants list insufficient time, personnel and funds as major problems. The librarians are volunteering their services to the project and must, in many cases, depend on student help. Experience has revealed the disadvantages of student assistants working without the adequate supervision of experienced or professional staff.

Two of the stated objectives of the Six State Study are (1) "to make the African-American materials of Alabama, Georgia, North Carolina, South Carolina, Tennessee and Virginia accessible to teachers and scholars" and (2) "to provide a model for similar projects in other regions or nationwide." Therefore, it may be said that the development of a National Network for Black materials is a direct outgrowth of the Six State Study. Full advantage will be taken of the experience and advice of the participants of this regional project.

Participants in the Six State Study have been used as consultants in developing the draft of the National Network and were significantly involved in the "conceptualization" meeting held in Atlanta on October 26 and 27, 1973 (this meeting is described elsewhere in the proposal).

2. Special Collections

Aside from the "Special Projects," the nation as a whole is unaware of the vast body of materials located in the collections of college, university, public and special libraries, each unique and each having tremendous value in

re-creating and documenting the history and experience of peoples of African descent.

Some of these notable collections are:

1. Atlanta University
2. Detroit Public Library
3. Dubois Institute
4. Fisk University
5. Hampton Institute
6. Harvard University
7. Howard University
8. Lincoln University
9. Schomburg Collection
10. Texas Southern University
11. Tuskegee Institute
12. Yale University

Additionally, other predominantly Black universities and colleges have collections that boast rare materials. A National Network would reinforce, publicize and make these collections accessible to the communities they serve as well as to the nation as a whole.

All of the thirty (30) consultants who were invited to assist in the development of the National Network proposal strongly supported its concept.

CHAPTER II

THE METHODOLOGY

In order to develop the proposal for the National Network for the acquisition, processing, and dissemination of materials by and about Blacks, the following nine-phase program was constructed by Urban Resource Systems:

Phase I:
- A. Research and Documentation
- B. Development of a Survey Instrument
- C. Development of Criteria
- D. Development of the Rough Draft

Phase II: Agency Review

Phase III: Agency Analysis

Phase IV: Combined Agency Conceptualization

Phase V: Impartial Review

Phase VI: Development of the National Network Proposal

Phase VII: Review of the National Network Proposal

Phase VIII: Preparation of Final Report to Contractor

Phase IX: Transfer of National Network Proposal to the Contracting Agency

The following was set as the timetable for the implementation of the program for the development of the proposal:

Phase I:	May 1 - May 21	Three Weeks	(3)
Phase II:	May 22 - June 21	Four Weeks	(4)
Phase III:	June 22 - July 6	Two Weeks	(2)
Phase IV:	July 7 - August 6	Four Weeks	(4)
Phase V:	August 6 - August 20	Two Weeks	(2)
Phase VI:	August 21 - October 20	Eight Weeks	(8)
Phase VII:	October 21 - November 20	Four Weeks	(4)
Phase VIII:	November 20 - December 5	Two Weeks	(2)
Phase IX:	December 5 - December 12	Two Weeks	(2)
	TOTAL:	Thirty-One Weeks	(31)

PHASE I

Phase I consisted of the concurrent execution of the following four activities.

A. Research and Documentation

Urban Resource Systems conducted in-depth research into library literature, Black journals and periodicals to determine and to develop a comprehensive picture detailing the extent to which Black literature, other communication devices and learning resources are presently being collected.

B. Development of a Survey Instrument

1. In an attempt to determine the relative strength of library collections of materials by and about Blacks around the country, Urban Resource Systems developed a survey instrument for distribution to the following agencies:

a. The 109 universities listed as Predominantly Black Institutions in the United States;

b. Twenty-eight largest public libraries in the United States;

c. Ten organizations of special interest which have library collections of materials by and about Blacks;

d. Twenty-eight largest university libraries.

2. The Survey Instrument was sent out on July 1 with a request for return by August 15.

3. A second mailing was issued with a return date of September 15.

C. Development of Criteria

The Urban Resource Systems staff developed the following set of criteria to be used in designating agencies for inclusion in the network. These criteria were based on the following: (1) past experiences and contributions in the collection of Black resources, and (2) findings of the survey instrument.

1. Stability.--Each potential agency shall be closely scrutinized for its stability. Particular attention should be paid to its past services to the community and to any of its problems which would reflect upon that stability. Any agency having a significant number of years in operation would be considered first.

2. Accomplishments.--Each agency shall be scrutinized on the basis of its past accomplishments, its

service and its patrons and the general impression that many of its constituents have of it.

3. Objectives.--Each agency shall be scrutinized in terms of its overall objectives, its self-image locally and its perception of its goal.

4. Resources.--Each agency shall be evaluated on the basis of the resources that it can provide for the continued operation of the National Plan.

5. Expansion.--Each possible participating agency shall be scrutinized on the basis of its ability to expand.

6. Staff Background.--The backgrounds of staff members of potential agencies should be scrutinized on the basis of their ability to participate in the National Network. When necessary and wherever feasible a staff member from each participating agency shall be used for the operation of the participating institutions.

7. Adaptability.--Each agency shall be scrutinized on the basis of its adaptability to the National Network.

8. Attitudes.--The attitudes of staff members of each potential agency shall be scrutinized to determine if there is a willingness to participate in the Network.

D. Development of the Rough Draft

At the same time, the staff developed a rough draft of the proposal and design that outlined the basic concept of the National Network for materials about Blacks.

PHASE II
AGENCY REVIEW

A. Urban Resource Systems staff conducted on-site reviews of selected agencies presently collecting specialized Black literature and learning resources.

B. The purpose of such reviews was to determine the capabilities of each agency. Further, attention was focused on the purpose, scope, philosophies and present operational conditions within each agency.

C. An additional purpose of each review was to determine the extent of duplication of services by the various agencies.

PHASE III
AGENCY ANALYSIS

A. Upon completion of the agency reviews, the Urban Resource Systems staff analyzed each agency by the set of criteria mentioned in Phase I, and compared each agency with others visited.

B. Simultaneously, the results of the questionnaire were tabulated and analyzed.

PHASE IV
COMBINED AGENCY CONCEPTUALIZATION

A. During this period, selected agency directors and library leaders were convened in Atlanta, Georgia on October 26, 1973, where the Urban Resource Systems staff reviewed the concept of the National Network.

B. The selected library leaders were given a copy of the rough draft proposal and design and were requested to assist in the conceptualization of the National Network.

C. They were requested to focus on (a) joint relationships; (b) methodology for linkages; (c) common interest; and (d) assignment of collection areas.

D. Their suggestions and recommendations were noted and incorporated into another draft of the proposal.

E. A report of Phase IV was prepared in order to facilitate an Impartial Review of the conceptualization and recommendations.

PHASE V
IMPARTIAL REVIEW

A. A group of librarians unrelated to the project were requested to review the recommendations of the consultants.

B. These librarians were requested to react to the Semi-Final Proposal for the National Network and to make recommendations for implementation.

PHASE VI
DEVELOPMENT OF THE NATIONAL NETWORK PROPOSAL

A. After Phases I through Phase V were completed, the staff of Urban Resource Systems convened to begin the final version of the National Network Proposal. They designed a plan which encompasses the following:

1. Materials to be Collected:

Manuscripts	Theses and Dissertations
Microfilm	Machine Readable Records
Phonograph Records	Periodicals - Newspapers
Tapes	Guides and Bibliographies
Oral History	
Memoranda	
Art Objects	
Memorabilia	
Imprints	

2. Processing of Materials:

Selection	Catalog and Classifying
Acquisition	Indexing
Processing	Abstracting
Storage	Microfilming

3. Management Function:

Planning	Policies
Training	Personal Referral
Communication	Standards
Resource Acquisition	Evaluation
Reporting	Operations

4. Services:

Circulation	Information Analysis
Referral	Interlibrary Loan
Synthesis	Reference
Dissemination	Consultation

5. Products:

Indexes	Training Materials
Bibliographies	Catalog Cards
Directories	Review Publications

PHASE VII
REVIEW OF THE NATIONAL NETWORK

After completion of the Final version of the proposed National Network, selected experts were requested to participate in a review and to provide additional input.

PHASE VIII
PREPARATION OF FINAL REPORT FOR TRANSFER TO THE CONTRACTOR

A. Professional editing and typing was performed on the final document.

B. Two hundred copies of the document were printed for transfer to the contracting agency.

PHASE IX
TRANSFER OF NATIONAL NETWORK PROPOSAL CONTRACTING AGENCY

Two hundred final copies of the proposal were transported to the Coleman Library, Florida A & M University, Tallahassee, Florida.

CHAPTER III

REVIEW OF THE FINDINGS OF THE SURVEY INSTRUMENT

A. Introduction

A survey instrument was constructed as part of the methodology in design of a National Network for the acquisition, organization, and dissemination of materials by and about African-American people. The purposes of the survey instrument were:

1. To determine the relative strengths of selected public, private, and special libraries in the United States, as each related to their holdings of materials by and about Blacks.

2. To determine which of the institutions surveyed would be interested in participating in a National Network, should it be funded.

3. To determine the amounts and types of allied and supportive services each surveyed institution could provide for a National Network, should the surveyed institution become affiliated.

4. To determine which of the surveyed institutions have special collections of materials by and about Blacks.

5. To determine the staffing patterns and capabilities of the surveyed institutions related to any existing special collections of materials by and about Blacks.

6. To determine the nature and scope of any special program efforts provided by the surveyed institutions which relate to their materials by and about Blacks.

B. The Survey

A total of 175 instruments were forwarded on July 21, 1973 to the following types of agencies for review and completion.

1. Public libraries
2. Predominantly white universities (public and private)
3. Predominantly black universities (public and private)
4. Special libraries (private and public)

The numerical breakdown of the surveyed institutions was as follows:

1. Twenty-eight (28) public libraries representing the twenty-eight largest U.S. cities as defined in the 1970 census.
2. Twenty-eight (28) predominantly white universities representing the twenty-eight largest U.S. universities as defined by the land grant universities, and College Associations.
3. One hundred and nine (109) predominantly black universities representing U.S. universities which have enrollments of more than 50% black students.
4. Ten (10) special libraries which have had activities and programs specifically related to materials by and about Blacks.

In order to increase the potential for response from surveyed organizations, a detailed cover letter outlining the nature, scope and goals of the proposed National Network was attached. Because the initial response to the survey was poor, a second mailing of the instrument was conducted. This mailing was issued on August 20, 1973.

The response to the second mailing was sufficient to justify the conclusions drawn from the sampling.

C. Overview

There were sixty-nine (69) respondents to the one hundred-seventy five (175) instruments issued. The categorical breakdown is as follows:

18	Public libraries
17	Predominantly white university libraries
31	Predominantly black university libraries
3	Special libraries
69	TOTAL

Of the 69 respondents to questions 1-39, thirty (30) were from predominantly Black institutions; fifteen (15) were from predominantly white institutions; twenty-four (24) agencies did not respond to all of the questions.

Among the materials in which the Black institutions tend to be specifically strong are books, photographs, periodicals, newspapers, and recordings.

Those responding Black institutions which tend to have a higher proportion of books, photographs, newspapers, and recordings by and about Blacks were:

1. Fisk University - Nashville, Tennessee
2. Hampton Institute - Hampton, Virginia
3. Lincoln University - Oxford, Pennsylvania
4. Schomburg Collection - New York, New York
5. Lincoln university - Jefferson City, Missouri
6. Florida A & M University - Tallahassee, Florida
7. Bishop College - Dallas, Texas
8. South Carolina State College - Orangeburg, S.C.

A number of the responding non-black institutions did, however, indicate possession of collections as strong as those contained in the black institutions that showed the greatest strength. Those institutions were:

1. Yale University - New Haven, Connecticut
2. The Detroit Public Library - Detroit, Michigan
3. University of Michigan - Ann Arbor, Michigan

Those predominantly white institutions responding to Questions 1 - 39 of the Survey Instrument indicated great depth in collections of non-book materials by and about blacks. These materials include microfilm, microfiche, filmstrips, videotapes, slides, and Braille (all categories).

Most notable among these institutions were:

1. Detroit Public Library
2. New York Public Library
3. Los Angeles County Library System
4. San Francisco Public Library
5. St. Louis Public Library
6. Kansas City Missouri Public Library

A review of questions 2 and 3 of the survey instrument indicates the possible reasons for the degree of difference between the location of book and non-book materials. The predominantly white institutions responding were in most instances located in Public Libraries with circulation statistics over 250,000. Their multiple branch status indicates purchase of multiple copies of all acquired material--which include materials by and about Blacks.

The Black institutions responding, which are mostly university-based, tend to have a smaller clientele. They are also older institutions and their responses to Question 65 of the instrument indicate that their printed materials tend to be historical in nature. Specifically, they are the hard-to-find, one-of-a-kind type book, newspaper, periodical, or photograph.

Question 40 of the survey instrument pertained to the type of library catalog used by the responding institutions.

Twenty-five (25) of the sixty-nine (69) respondents to the survey indicated that they used catalogs other than the traditional card catalog for public use. Thirty-five (35) indicated that they did not. Among the methods used were:

1. Mimeograph list
2. Book Films Catalog
3. Computerized bibliographies
4. Dictionary catalogs
5. Magnetic tapes

Questions 40-49 were designed to determine the special support services available from institutions responding to the survey instrument.

Eleven (11) of the respondents indicated that they provided externally produced data bases as part of the services provided library users and staff.

The types of data bases listed were as follows:

ERIC	- 7	(institutions)
MARC	- 2	"
Medlines	- 2	"
CIS	- 1	"
NASA	- 1	"
OCLC	- 1	"
CARDSET	- 1	"

The majority of the eleven (11) respondents were the large public libraries and large university libraries. Additionally, all of the institutions indicated a nominal charge for use of such services.

Question 42 of the survey instrument indicated that the predominant number of the reporting institutions also make use of data bases maintained by other libraries and/or private organizations. In most instances, consortium type arrangements are the most common mode of exchange.

Question 45 of the survey instrument was designed to determine the types of computer equipment each surveyed institution maintains as part of its services for library users and staff. Those listed by the responding institutions were:

1. Card punch
2. Visual display terminals
3. Magnetic Tape
4. Key board Terminals

The major number of the eleven respondents to this question were from predominantly white public libraries and predominantely white university libraries.

Black institutions responding to this question of the survey instrument indicated use of cooperative computer facilities, such as the Cooperative College Library Center in Atlanta which serves Atlanta University.

Question 54 specifically questioned the surveyed institutions regarding the location of their materials by and about Blacks within their respective institutions.

Of the sixty-nine (69) respondents, thirty (30) indicated that their materials by and about Blacks were housed in a special area within their library.

Twelve (12) of the responding institutions indicated that their materials by and about Blacks were housed in their general collections and were not singled out.

The thirty (30) institutions reporting special areas were predominantly black institutions.

The eleven (11) institutions without special areas were the public library respondents.

Question 58 sought to determine the availability of the surveyed institutions general collections in terms of hours of operations.

Most of the sixty-nine (69) of the respondents indicated an availability in excess of seventy-three (73) hours per week.

Questions 59, 60, and 61 solicited responses pertaining to the number of professional librarians and para-professional personnel assigned to maintain each institution's collection of materials by and about Blacks.

Of thirty (30) institutions responding that they had their collection of materials by and about Blacks housed in a special area, each indicated that at least one professional librarian was specifically assigned to maintain the collection.

Fifteen respondents indicated the assignment of at least one para-professional to assist in the maintenance of their collection of materials by and about Blacks.

Question 64 of the survey instrument requested the most complete broad topical areas of materials by and about Blacks. Those areas listed were:

1. Civil Rights
2. Education
3. Labor
4. Sports
5. Politics
6. Business
7. Entertainment
8. Fine Arts
9. History

Of the thirty (30) institutions responding that they had special collections of materials by and about Blacks, the breakdown of topical areas was as follows:

Eighteen	(18) indicated	Civil Rights
Fourteen	(14) indicated	Education
One	(1) indicated	Labor
Three	(3) indicated	Sports
Eight	(8) indicated	Politics
Four	(4) indicated	Business
Twenty-six	(26) indicated	History
Five	(5) indicated	Entertainment
Eight	(8) indicated	Fine Arts

Finally, Question 66 of the survey instrument was designed to determine the specific types of materials each surveyed institution had in those areas previously listed as areas of strength in their collections of materials by and about Blacks.

Of the thirty (30) institutions responding that they each had special collections of materials by and about Blacks the following types of materials were reported:

1. Civil Rights

a. Books	-	28 institutions
b. Photographs	-	4 institutions
c. Periodicals	-	23 institutions
d. Recordings	-	8 institutions

2. Education

a. Books	-	14 institutions
b. Photographs	-	0 institutions
c. Periodicals	-	14 institutions
d. Recordings	-	0 institutions

3. Labor

a. Books	-	1 institution
b. Photographs	-	0 institutions
c. Periodicals	-	0 institutions
d. Recordings	-	0 institutions

4. Sports

a. Books	-	3 institutions
b. Photographs	-	0 institutions
c. Periodicals	-	0 institutions
d. Recordings	-	0 institutions

5. Politics

a. Books	-	8 institutions
b. Photographs	-	0 institutions
c. Periodicals	-	0 institutions
d. Recordings	-	0 institutions

6. Historical

a. Books	-	26 institutions
b. Photographs	-	8 institutions
c. Periodicals	-	3 institutions
d. Recordings	-	2 institutions

7. Business

a. Books	-	4 institutions
b. Photographs	-	0 institutions
c. Periodicals	-	0 institutions
d. Recordings	-	0 institutions

8. Fine Arts

a. Books	-	8 institutions
b. Photographs	-	8 institutions
c. Periodicals	-	8 institutions
d. Recordings	-	8 institutions

9. Entertainment

a. Books	-	5 institutions
b. Photographs	-	5 institutions
c. Periodicals	-	5 institutions
d. Recordings	-	5 institutions

While the data from the surveyed institutions indicate the nature of those institutions responding, a number of noteworthy institutions that are generally known to have in-depth collections of materials by and about Blacks did not respond. Most notable among these institutions were:

1. The Atlanta University Library, Atlanta, Georgia
2. The Amistad Collection, New Orleans, Louisiana.
3. Bennett College, Thomas F. Holgate Library, Greensboro, North Carolina. 1,481 volumes.
4. Bronxville Public Library, 201 Pondfield, Bronxville, New York. Books presented in honor of Dr. Ralph J. Bunche, for books by and of the Negro.
5. University of California (Santa Barbara), Wyles Collection, Goleta, California. 13,153 volumes. Emphasis primarily on the Negro as a slave, and implications of slavery and the Civil War.
6. Columbia University Libraries, Special Collections, Alexander Gumby Collections, New York 10027.
7. Duke University Library, Durham, North Carolina.
8. The Free Library of Philadelphia, Social Science and History Department, Negro Collection.
9. Johnson Publishing Company Library, 1820 S. Michigan Avenue, Chicago, Illinois. 2500 volumes. Pictures, photostats, microfilm.
10. The Moorland-Springarn Collection, Howard University.
11. University of North Carolina, Louis Round Wilson Library, Chapel Hill, North Carolina.
12. Richard B. Harris Public Library, 1313 New Bern Ave., Raleigh, North Carolina, 3,500 volumes.
13. The Rutherford B. Hayes Library, 1337 Hayes Avenue, Fremont, Ohio. 65,000 volumes.
14. Starks Library, Benedict College, Taylor and Harden St., Columbia, South Carolina 29304. 28,100 volumes. Includes manuscripts, maps, pictures, slides.
15. St. Augustine Seminary Library, Divine Work Seminary, Bay St., Louis, Miss. 500 volumes.
16. Texas Southern University Library, Heartman Collection, 3201 Wheeler, Houston, Texas. 11,428 volumes. Includes maps and photographs.
17. Virginia Union University, William J. Clark Library, 1550 Lombardy St., Richmond, Virginia. 1,650 volumes.
18. Western Carolina College Library, Cullowhee, North Carolina.
19. Xavier University Library, Palmetto and Pine Street, New Orleans, La. Restricted use, closed August. Manuscripts, maps, pictures, photostats, microfilm.

D. Summary

The respondents to the selected survey of libraries and other private and public special institutions have indicated their general support of an effort to establish a National Network for the acquisition, organization and dissemination of materials by and about Blacks.

With the exception of a few institutions, the most notable support for the establishment of a National Network comes from predominantly black institutions. Additionally, those predominantly white institutions indicating support for the establishment of a National Network, in most instances, had special collections themselves of materials by and about Blacks.

The strengths and depth of the collections of materials by and about Blacks at the surveyed institutions support the point of view that, should a National Network be established, it should be established at those institutions able to provide materials for a strong network.

Secondly, those black institutions and those predominantly white institutions that have a strong collection should be used equally to the best advantage of a viable and cohesive network.

Every attempt should be made to get each of these institutions to affiliate itself with a National Network, should it be established.

In view of recent attempts by the National Commission on Library and Information Science to establish a National "Library Plan," the data received in this selected study would indicate that there is strong sentiment among libraries revolving around their financial and program status and especially the status of those social action programs and efforts created during the 1960's.

National networks of cooperation between existing institutions would be more than contributory toward the elimination of duplication of effort and services. Such networks, conceivably, could move toward the fulfillment of library and material needs in spite of geographical and political boundaries. Such networks, then, would be based upon local and national needs.

Finally, the data as collated for this study indicate that the sixty-nine respondents to this survey were representative of all types and sizes of libraries. Such a wide range of organizational responses would indicate that a National Network for the Acquisition, Organization, and Dissemination of materials by and about Blacks would be supported by most libraries similar to those responding to the survey instrument.

E. Respondents

1. The Afro-American Materials Project
   North Carolina Central University
   Durham, North Carolina

2. Asa H. Gordon Library
   Savannah State College
   Savannah, Georgia

3. The Atlanta Public Library
   Atlanta, Georgia

4. The Beinecke Rare Book and Manuscript Library
   Yale University
   New Haven, Connecticut

5. Blazer Library
   Kentucky State University
   Frankfort, Kentucky

6. Bluefield State College Library
   Bluefield State College
   Bluefield, West Virginia

7. Carnegie Library of Pittsburgh
   4400 Forbes Avenue
   Pittsburgh, Pennsylvani

8. Cleveland Public Library
   Cleveland, Ohio

9. Detroit Public Library
   Detroit, Michigan

10. District of Columbia Teachers College
    Washington, D.C.

11. Eastern Michigan University LiLrary
    Eastern Michigan University
    Ypsilanti, Michigan

12. El Paso Public Library
    El Paso, Texas

13. Fisk University Library
    Fisk University
    Nashville, Tennessee

14. Florida A&M University Library
    Florida A&M University
    Tallahassee, Florida

15. Frederick Douglas Library
    University of Maryland Eastern Shore
    Princess Anne, Maryland

16. Henry Alexander Hunt Library
    Fort Valley State College
    Fort Valley, Georgia

17. Howard University Libraries
    Howard University
    Washington, D.C.

18. Huntington Memorial Library
    Hampton Institute
    Hampton, Virginia

19. H. V. Manning Library
    Claflin College
    Ornageburg, South Carolina

20. Inman Paige Library
    Lincoln University
    Jefferson City, Missouri

21. Jacksonville Public Library
    Jacksonville, Florida

22. J. K. Daniels Library
    Lane College
    Jackson, Tennessee

23. John Brown Watson Library
    University of Arkansas
    Pine Bluff, Arkansas

24. Jordon - Thomas Library
Morris Brown College
Atlanta, Georgia

25. Kansas City Public Library
Kansas City, Missouri

26. Lake - Sumter Community College
The Library
Leesburg, Florida

27. Langston Hughes Memorial Library
Lincoln University
Chester, Pennsylvania

28. The Library of Congress
Washington, D.C.

29. The Library
Cornell University
Ithaca, New York

30. The Library
The University of Iowa
Iowa City, Iowa

31. The Library
Purdue University
Lafayette, Indiana

32. The Library
University of South Florida
Tampa, Florida

33. The Library
Wayne State University
Detroit, Michigan

34. The Los Angeles County Public Library System
P.O. Box 111
Los Angeles, California

35. Martin Luther King Center Library
M.L. King Center for Social Change
671 Beckwith Street
Atlanta, Georgia

36. Miller F. Whittaker Library
South Carolina State College
Orangeburg, South Carolina

37. Meharry Medical College
Nashville, Tennessee

38. Melvin B. Tolson Library
Langston University
Langston, Oklahoma

39. The Memorial Library
University of Wisconsin
Madison, Wisconsin

40. The New Orleans Public Library
New Orleans, Louisiana

41. The New York Public Library
New York City, New York

42. Oakwood College Library
Huntsville, Alabama

43. Oklahoma County Library
Tulsa, Oklahoma

44. Ruby E. Stutts Lyells Library
Prentiss, Mississippi

45. Saints College Library
Saints College
Lexington, Mississippi

46. San Diego Public Library
San Diego, California

47. San Francisco Public Library
Civic Center
San Francisco, California

48. San Jose Public Library
San Jose, California

49. The Schoumberg Center for Research in Black Culture
103 West 135 Street
New York City, New York

50. St. Louis Public Library
1301 Olive Street
St. Louis, Missouri

51. St. Paul Public Library
St. Paul, Minnesota

52. Thomas G. Pullen Jr. Library
Bowie State College
Prince George, Maryland

53. Toledo Lucas County Public Library
Toledo, Ohio

54. Tougaloo College Library
Tougaloo, Mississippi

55. Tulsa City County Library
Tulsa, Oklahoma

56. Tuskegee Institute Library
Tuskegee Institute, Alabama

57. University of Colorado
The Library
Boulder, Colorado

58. University of Kentucky Libraries
Lexington, Kentucky

59. The University Library
University of Michigan
Ann Arbor, Michigan

60. University of Wisconsin Milwaukee
The Library
Milwaukee, Wisconsin

61. Volusia County Public Library
City Island
Daytona Beach, Florida

62. The Wilbur Cross Library
University of Connecticut
Storrs, Connecticut

63. Warren Chandler Library
Paine College
Augusta, Georgia

64. William J. Clark Library
Virginia Union University
Richmond, Virginia

65. William H. Holtzclaw Library
Utica, Mississippi

66. William C. Jason Library
Delaware State College
Dover, Delaware

67. William Sheppard Library
Stillman College
Tuscaloosa, Alabama

68. Zale Library
Bishop College
Dallas, Texas

69. Pensacola Junior College Library
Pensacola, Florida

CHAPTER IV

THE NATIONAL NETWORK

A. The Objectives

The objectives of the National Network are:

1. To provide a mechanism for the acquisition, organization, processing and dissemination of materials by and about peoples of African descent.

2. To disseminate African-American materials to teachers, scholars, researchers, and other information-seekers.

3. To define priorities for the acquisition of materials for participating institutions.

4. To provide a structure for the elimination of unnecessary duplication of effort.

5. To develop a centralized system of coordination among participating institutions.

6. To produce a union catalog of Black materials.

7. To serve as a possible component for the network that is proposed by the National Commission.

8. To serve as a prototype for similar projects by other ethnic groups.

9. To achieve a wider awareness of the need for the preservation of documents relating to the history and culture of Blacks.

10. To interest more institutions in becoming involved in the collection and preservation of these materials.

B. The Structure

The National Network for the acquisition, organization, processing and dissemination of materials by and about Blacks will be primarily a non-directed network. It shall be composed of: (1) the Governing Board; (2) the National Headquarters; (3) the Coordinating Centers; (4) Resource Centers; and (5) the Satellites. The Governing Board will assist and advise the Executive Director of the Network in determining the policies and procedures for implementing the objectives. The National Headquarters will be responsible for implementing the objectives and administration of the National Network. It will also serve as the centralized referral center and switching agency.

The Coordinating Centers will serve as primary nodes in the network. For purposes of participation in the network, these centers will emphasize and strengthen their materials collections in assigned subject areas and specialty areas and will freely loan the designated materials, as well as other circulating materials that may be requested, to users of the network.

Resource Centers will assist the Coordinating Centers in providing general and subject area materials for the network. In return, Coordinating Centers will be full members of the network and receive free of charge all publications and services of the network.

Satellites will subscribe to some or all of the services and publications of the network and will, in turn, offer some specified services or resources to the network users (see diagram).

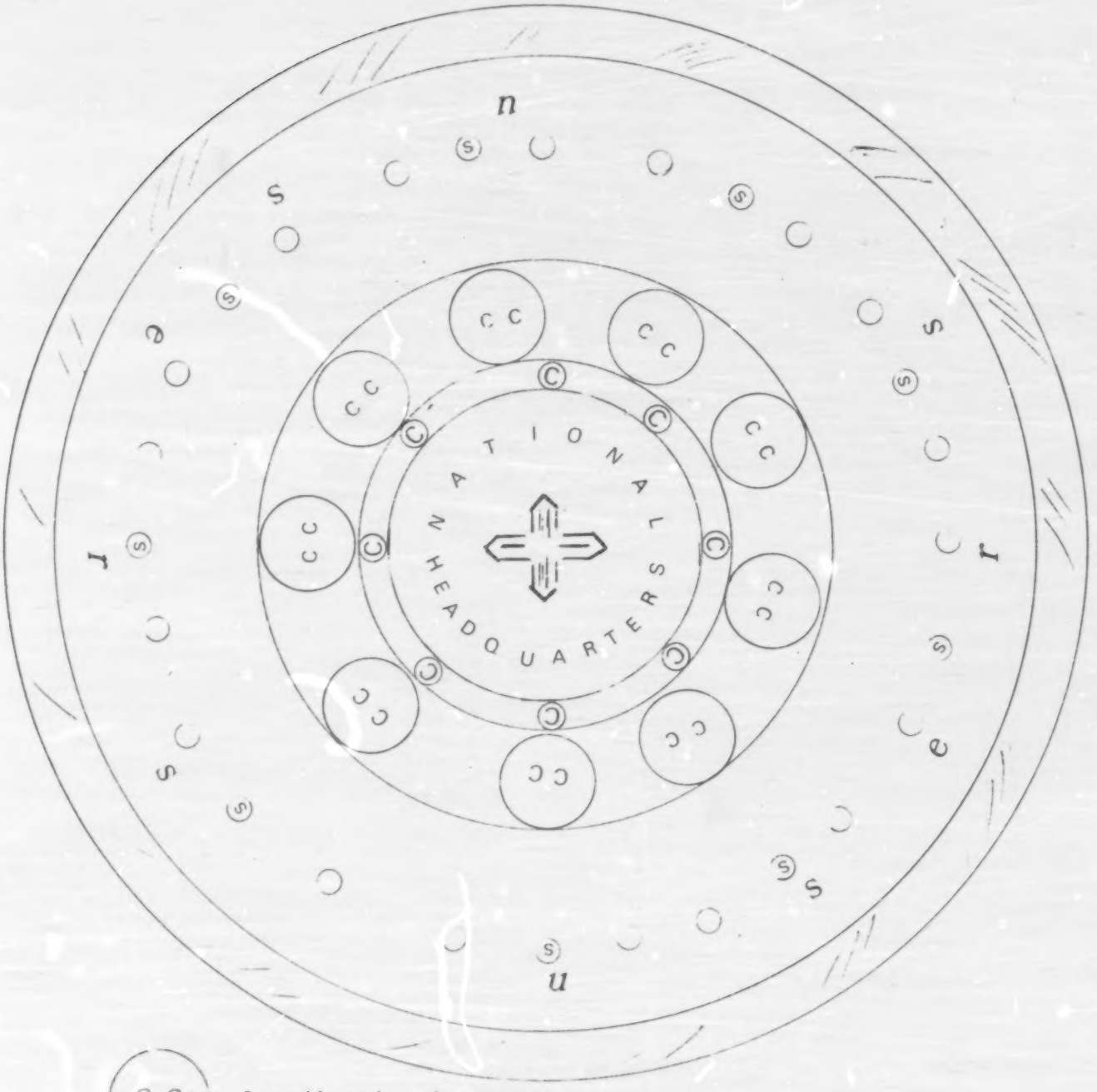
1. The Communication System

The Communication flow shall proceed primarily between the National Headquarters and the Coordinating Centers. The Coordinating Centers shall then contact the Resource Centers and Satellites. When necessary, the National Headquarters shall communicate directly to all participants in the network and the participants shall, when necessary, communicate directly to the National Headquarters.

Initially, the participants in the network shall be linked by telephone, mail and personal visits, but the search for improvements and/or innovations in the communication system shall be a high priority assignment for the National Headquarters. For example, TWX or Facsimile Transmission shall be thoroughly studied, and hook-ups with other networks will be investigated.

A high priority assignment also shall be the development of a program to produce a union catalog of Black materials. An effort shall be made at the National Headquarters to capture the holdings of the participating libraries on computer-output-microfilm or some other

SCHEMATIC OF THE NATIONAL NETWORK



C C Coordinating Centers

Hub - National Headquarters

Ⓒ Resource Centers

Tire Face - Users, the body of the organization

Ⓢ Satellites

microform. Hopefully, it will be possible also to have duplicate microform banks deposited in the participating libraries, or some kind of data terminal with search and inquiry input into the data at Headquarters. Conversion to microform shall be in machine-readable form in order to facilitate production of the union catalog in hard copy form at a later date.

2. Participation in the Network

Institutions will be selected for participation in the network on the basis of their potential contribution to the network as indicated by the findings of the previously mentioned questionnaires and through on-site visits executed by Urban Resource Systems. In return, institutions will receive all publications of the network plus all of the services provided. Designation as a Coordinating Center or Resource Center within the network, will require written agreement from the governing board of the institution to the effect that it will: (1) accept the assignment of the area of specialty designated by the network; (2) lend its circulating materials freely to users of the network; and (3) continue its commitment to participate in the network after the funding terminates.

Coordinating Centers will also be asked to agree to: (1) use the network budget allocation solely for the purchase of materials and/or services indicated by the National Headquarters; (2) continue purchasing in the area of specialty after network funding is terminated; (3) obtain the primary reference tools and specialized bibliographic

tools in their assigned area of specialty; (4) assign a high priority to the cataloging and processing of materials in their assigned area of specialty; (5) provide photocopies when requested for purchase by users of the network; and (6) designate a specific staff member to serve as liaison with the network who will assume the responsibility for fulfilling the institution's commitments to the network.

The Satellites will negotiate a variety of types of agreements with the National Headquarters, depending upon the level of involvement that they desire with the network. The network will require that each agreement be approved by the governing board of the specific institution.

C. The Scope

The scope of the national network shall include: (1) acquisition of materials; (2) processing and organization of materials; and (3) dissemination of materials and information.

1. Areas of Acquisition

Each participating institution will be assigned an area of specialty for network purposes. The subject area of a participating institution will cover a range of materials or a specialty feature, such as a record, photograph, art or film collection. The primary objective provisions

for each designated institution is to develop a strong collection of Black materials in a given subject area. These are the subject areas that have been designated:

- Anthropology
- Civil Rights
- Communications
- Economics and Business
- Education
- Fine Arts and Entertainment
- Folklore, Fiction
- History
- Labor and Industry
- Political Science
- Religion and Theology
- Science and Technology
- Sociology
- Sports

2. Types of Materials for Acquisition

Unless assigned a specialty, each participating institution shall acquire the following materials in the subject area indicated.

- Art Objects
- Books
- Broadsides
- Coins
- Documents (Government and Research)
- Films
- Filmstrips
- Flyers
- Guides and Bibliographies
- Handbills
- Manuscripts
- Memorabilia
- Microforms
- Music Scores
- Oral History
- Periodicals and Newspapers
- Phonograph Records
- Photographs
- Postage Stamps
- Posters

Projects and Reports
Slides
Tapes (Audio and Video)
Theses and Dissertations
Transparencies

3. Processing and Organization of Materials

The headquarters of the Network will not process and catalog materials; this will be performed by the participating institutions. However, the network will coordinate the development of guidelines for the acquisition, cataloging, processing, and preservation of materials.

The Network will also coordinate the planning and production of a union catalog of Black materials, and will provide for the reconciliation of card format, call numbers, subject headings and entries, processing equipment, and apparatus from the national office.

While the union catalog is being planned, a manually-produced catalog of the holdings of all the participating institutions will be generated.

D. Functions and Services of Network Components

The functions of the components of the Network shall be as follows:

1. The Governing Board

The Governing Board of the National Network shall consist of one representative from each Coordinating Center and the Executive Director of the Network. That representative should be the chief administrative officer of the institution that houses the Coordinating Center, or his designee. (The representative can also be the same person who is designated as liaison to the Network.)

The Governing Board will select its own Chairperson, and the Network secretary will serve as Secretary to the Governing Board. The Chairperson will be authorized to transact routine business and to appoint a committee o committees to deal with problem matters. The Governing Board will set all policy for operation and have ultimate responsibility for governance of the National Network.

The Executive Director of the National Network shall be selected by the Governing Board.

The Governing Board shall meet at least three times a year.

2. The National Headquarters

The National Headquarters will serve as the hub of the National Network, and the central office for the administration and operation of the Network. The National Headquarters' primary responsibility will be to serve as the clearinghouse for the acquisition, organization, and

dissemination of materials--that is, a centralized referral agency. In implementing the "clearinghouse" function, the National Headquarters will provide two types of services: Informational and Support.

a. Services

1. The Informational Services will include: (1) providing information concerning the location of desired materials; (2) providing retrieval of materials through interloan and the purchase or loan of photocopies, prints, photographs, etc.; (3) developing and setting up the interloan and purchase systems; (4) developing plans for a union catalog; (5) implementing a public relations program for the Network.

2. The Support Services will include primarily services to the agencies participating in the Network. Among these services will be the development of guidelines for the acquisition, processing, cataloging, and preservation of Black materials in all formats.

b. Staff (see Appendix for Job Description)

The National Headquarters will be administered by the Executive Director, who will be directly responsible to the Governing Board for the operation of the Network, the supervision of the main office and accomplishing the objectives of the proposal. The Executive Director shall be the chief administrative officer of the National Network, responsible to the Governing Board of the Network.

Some of the duties supervised by the Executive Director, in order to fulfill the objectives of the Network, are:

1. Compile and disseminate Network statistical data, such as circulation statistics, user statistics, etc.

2. Convene regular meetings of all Coordinating Centers in order to:
   a. Discuss common problems;
   b. Identify possible solutions to problems;
   c. Develop guidelines to cover areas of operation;
   d. Prepare quarterly reports

3. Make periodic inspection of Coordinating Centers to insure uniformity and conformity to the objectives;

4. Provide leadership in the establishment of policies and procedures to be followed by Coordinating Centers;

5. Coordinate activities related to the expansion of the National Network;

6. Coordinate acquisition of materials by the Coordinating Centers;

7. Assist Coordinating Centers in the inventory of their collections;

8. Assist Coordinating Centers and Satellites in the qualitative assessment of their collections;

9. Coordinate procedural efforts designed to preserve, restore, and secure materials;

10. Serve as a support to participating institutions in negotiating for donations and bequests;

11. Coordinate qualitative and quantitative assessment of materials by and about Blacks located in non-network agencies around the country;

12. Assess and evaluate input from foreign sources;

13. Collect all revenues generated from income producing services and materials;

14. Write the annual report;

15. Establish timetables to meet the on-going goals and objectives;

16. Prepare proposals and requests related to attempts at procurement of additional funding;

17. Develop public relations programs and activities for the purpose of advertising the existence of the Network;

18. Produce catalogs, bibliographies, newsletters, abstracts, and other publications;

19. Plan for the production of a union catalog of Black materials;

20. Provide for the exchange of duplicates among participants in the Network.

21. Other duties as assigned.

In addition to the Executive Director, the Headquarters staff shall consist of an Assistant Director, an Information Specialist, an Executive Secretary, a Clerk-Typist, a Printer, and a Custodian and one to three part-time employees, whose duties are described in Appendix D.

3. Coordinating Centers

Coordinating Centers will:

a. Provide reference and research assistance, inter-loans, photocopies, and microforms as requested by users of the network.

b. Pursue aggressively the acquisition of materials in the assigned areas of specialty and communicate regularly with Satellites that provide materials in the same categories.

c. Cooperate with the National Headquarters in preparing fiscal, statistical, and annual reports; preparing materials to be forwarded for publication, and meeting deadlines.

The staff of each Coordinating Center shall consist of an Information Specialist and a Clerk Typist. Duties are described in Appendix E.

4. Resource Centers

Resource Centers shall be primarily resource agencies for the National Network. They will provide reference and research assistance and will receive free of charge all of the services provided by the Network.

A liaison person shall be appointed by each Center to serve as the contact person for the Network.

5. Satellites

Any agency that feels it has a valuable subject or general collection of Black materials or an excellent special feature, such as a record, photograph, or film collection and wishes to make these materials available to users of the Network may apply for Satellite status. Satellites will be able to negotiate a variety of types of agreement with the Executive Director, depending upon the level of involvement that they desire with the Network.

6. The Cost of Services

The primary financial support of the Network shall be derived initially from direct income from the funding agency. In addition, a small amount of income will be realized from services.

The participating institutions, either individually or with the assistance of the Executive Director of the Network, will seek to augment their materials by negotiating for gifts and bequests. Every opportunity for grants will be pursued by both individual institutions and the Network.

The Network will receive indirect financial support from the participating agencies in the form of absorbing postage, local telephone calls, cataloging and processing; housing of Network materials; and in providing for the Network routine services performed for their regular patrons. In addition, the participating institution will absorb the total cost of financing its part of the Network after funding is terminated.

Coordinating Centers and Resource Centers get, in return, all of the publications and services of the Network, an allocation of money for materials, and an allocation of money for long distance telephone calls within the Network. Later, an attempt will be made to provide them with either a union catalog of Black materials in the form of a microform data

bank, or a terminal that has input to such a data bank at the headquarters.

The cost of services to all users of the network will be kept at a minimum. Reference and referral services by mail, in person, and by telephone will be free to all; all users, however shall be required to pay for the cost of photocopies, microforms, photographs, and similar items.

The network will publish:

1. A Newsletter
2. Abstracts
3. Annotated Bibliographies
4. A Catalog of Holdings of Participating Institutions (later to be converted to a union catalog of Black materials).

Coordinating Centers and Resource Centers will receive these publications free of charge. Non-participating institutions, and the public-at-large will subscribe to the publications.

E. The Users

The services of the Network will be available to the public under the conditions described within this proposal. Any individual may make in-house use of the references and facilities of any participating institution of the Network. Any individual may purchase photographs, photocopies, slides, reprints, etc., available at any of the participating institutions.

The bearer of a valid user card from any participating agency may borrow circulating materials from any other agency in the network. A participating agency will interloan materials from other Network agencies for any bearer of a valid user card. An individual who does not possess a user card from an agency of the network may apply for one at the agency nearest him.

Users may gain information from the network in person, by telephone, or by mail. The services and materials of the network will be especially useful to business and professional people, students, scholars, researchers, and governmental agencies.

F. Facilities and Equipment

The National Headquarters will lease office space on the premises of one of the participating institutions of the network. Alternate measures will be taken if needed.

The functions of the office will require about 1500 square feet of space and the facility must be able to incorporate work stations for three full-time and several part-time employees, a conference room, and a waiting area will be needed also.

The space must be appropriate for the accommodation of the different types of furniture and equipment required to fulfill the objectives of the Network. This will include:

three or four desks, three or four telephones, typewriters, a duplication machine, a photocopier, a microfilm reader-printer, a microfilmer, file, card catalog cabinets, conference table and chairs, computerized or semi-computerized apparatus for the generation of the union catalog.

G. Time Table for Implementation of the Network

PHASE IA (12 weeks) Florida A & M University as grant applicant and its project advisory committee and representatives from Urban Resource Systems will perform the following:

A. Select agencies to participate as coordinating centers.

B. Convene the Governing Board of the National Network, which will consist of one representative of each selected institution.

PHASE IB (12 weeks) The Governing Board of the Network will perform the following:

A. Develop rules, regulations, bylaws and operational procedures for the Network.

B. Develop timetables for the implementation of the National Network.

PHASE II (6 weeks) The Governing Board of the National Network will perform the following:

A. Select a National Headquarters

B. Select an Executive Director

PHASE III (4 weeks) The Executive Director will perform the following:

A. Employ National Headquarters Staff

PHASE IV (4 weeks) The Executive Director will perform the following:

A. Convene Coordinating Center Information Specialists

B. Develop detailed operating and communication procedures.

C. Set mechanisms for opening of Network.

PHASE V National Network opens for use by public.

H. Evaluation

If the National Network proposal is funded, an evaluation of the network will be included in the Final Report of the project. For purposes of the evaluation of the performance of the network, the Executive Director will coordinate the administration of a survey to determine:

1. The cost and time taken to complete network transactions at each agency and the quality of the transactions;
2. The attitudes of the librarians and users of the network toward its effectiveness;
3. The extent to which the objectives of the network have been accomplished.

CHAPTER V

BUDGET OF THE NATIONAL NETWORK

Budget Summary for National Headquarters.

Classification	1st Year	2nd Year	3rd Year	Total
Personal Services	91,324	95,890	100,686	287,900
Contractual Services	74,500	75,010	75,570	225,080
Commodities	161,850	170,050	178,118	510,018
Fixed and Sundry	14,368	15,086	15,841	45,295
Capital Outlay	52,632	220	220	53,072
TOTAL	394,674	356,256	370,435	1,121,365
Full Time Personnel	7	7	7	7

SPECIMEN BUDGET FOR HEADQUARTERS
OF THE NATIONAL NETWORK

Expenditure Code Classification	No. of Units	Cost/ Unit	First Year	Second Year	Third Year	TOTAL
PERSONAL SERVICES						
Executive Director	1	21,000	21,000	22,050	23,153	66,203
Assistant Director	1	19,500	19,500	20,475	21,499	61,474
Information Specialist	1	11,500	14,500	12,075	12,679	36,254
Secretary	1	9,800	9,800	10,290	10,805	30,895
Printer-Copier	1	7,200	7,200	7,560	7,438	22,698
Custodian	1	6,500	6,500	6,825	7,166	20,491
Clerk-Typist	1	7,400	7,400	7,770	8,159	23,329
Part-Time Employees	3		8,424	8,845	9,287	26,556
CONTRACTUAL SERVICES						
Professional Services			9,200	8,200	7,200	24,600
Memberships			1,500	1,500	1,500	45,000
Postage			7,000	7,140	7,283	21,423
Utilities (water, electric, phone)			5,000	5,250	5,513	15,763
Maintenance Contracts & Equipment			3,000	3,150	3,308	9,458
Printing--Outside Contracts			30,000	30,600	30,212	91,812
Repairs to Equipment			100	100	100	300
Miscellaneous Services			5,000	5,250	5,512	15,762
Rent--Office Space			6,000	6,120	6,242	18,362
Rent--Equipment (1 photocopier)		2,700	2,700	2,700	2,700	8,100
Travel			5,000	5,000	5,000	15,000

Expenditure Code Classification	No. of Units	Cost/ Unit	First Year	Second Year	Third Year	TOTAL
COMMODITIES						
Office Engineering Supplies			1,650	1,776	1,890	5,316
Materials Acquisition (books, non-book and ephemeral materials)			150,000	157,750	165,365	473,115
Cleaning and Housekeeping Supplies			1,200	1,224	1,248	3,672
Printing and Reproduction Supplies			6,000	6,300	6,615	18,915
Miscellaneous Supplies			3,000	3,000	3,000	9,000
FIXED AND SUNDRY						
Fringe Benefits			41,097	41,097	41,097	123,291
CAPITAL OUTLAY						
Office Furniture and Equipment						
Desks	4	275	1,100	--	--	1,100
Chairs	18	60	1,080	--	--	1,080
Coffee Tables	2	35	70	--	--	70
Conference Table	1	100	100	--	--	100
File Cabinets	10	110	1,100	220	220	1,540
Typewriters	3	750	2,250	--	--	2,250
Calculators	2	600	1,200	--	--	1,200
Typewriter Tables	3	50	150	--	--	150
SPECIAL EQUIPMENT						
Card Catalog	2 (15 drawer)	385	770	--	--	770
Shelving		3,000	3,000	--	--	3,000

Expenditure Code Classification	No. of Units	Cost/ Unit	First Year	Second Year	Third Year	TOTAL
SPECIAL EQUIPMENT (Continued)						
Printing Equipment (Addressograph 4250)	1	19,557	19,557	--	--	19,557
Microfilm-Reader-Printer	3	1,500	4,500	--	--	4,500
Microfilmer	1	7,100	7,100	--	--	7,100
Semi-Computerized Cataloging Apparatus	1	10,000	10,000	--	--	10,000
Book Trucks	5	131	655	--	--	655
	TOTAL THREE YEAR COSTS					$1,121,365

Budget Summary for the Coordinating Centers of the National Plan.

Classification	1st Year	2nd Year	3rd Year	TOTAL
Personal Services	201,276	--	--	201,276
Contractual Services	166,500	--	--	166,500
Fixed and Sundry	29,587	--	--	29,587
Capital Outlay	61,281	--	--	61,281
TOTAL	458,644	--	--	458,644
Personnel	27	27	27	27

SPECIMEN BUDGET FOR THE COORDINATING CENTERS
OF THE NATIONAL NETWORK

Expenditure Code Classification	No. of Units	Costs/ Unit	First Year	Second Year	Third Year	TOTAL
PERSONAL SERVICES						
Information Specialist	9	11,500	103,500			103,500
Clerk-Typist	9	5,248	47,232			47,232
Part-time Employees (College Students)		5,616	50,544			50,544
CONTRACTUAL SERVICES						
Professional Services	9	3,000	27,000			27,000
Memberships	9	2,000	18,000			18,000
Postage	9	3,500	31,500			31,500
Utilities	9	2,000	18,000			18,000
Printing--Outside Contracts	9	3,200	28,800			28,800
Repairs to Equipment	9	900	8,100			8,100
Miscellaneous Services	9	100	900			900
Rent--Equipment (1 Photocopier)	9	2,700	24,300			24,300
Travel	9	1,100	9,900			9,900
FIXED AND SUNDRY						
Fringe Benefits	9		29,587			29,587

Expenditure Code Classification	No. of Units	Costs/ Unit	First Year	Second Year	Third Year	TOTAL
CAPITAL OUTLAY						
Office Furniture and Equipment						
Desks	27	275	7,425			7,425
Chairs	36	60	2,160			2,160
File Cabinets	18	110	1,980			1,980
Typewriters	18	750	13,500			13,500
Calculators	9	600	5,400			5,400
Typewriter Tables	18	50	900			900
SPECIAL EQUIPMENT						
Card Catalog	9	193	1,737			1,737
Shelving	9	1,500	13,500			13,500
Microfilm Reader	9	1,500	13,500			13,500
Book Trucks	18	131	1,179			1,179
				TOTAL		$433,244

APPENDIX A

SURVEY INSTRUMENT

SURVEY INSTRUMENT

Name of Library _____

Address _____

City County State Zip Code

Telephone _____ (Area Code) _____

Signature and Title of Person Submitting this Report: _____

_____

_____

_____

1. *Type* of library, institution or agency. (Circle one)

   a. *public* library
   b. *private* library
   c. *college* library
   d. *university* library
   e. *special*

2. How many people were *served* by your library during *1972-73 (July-July)*

   a. under 3,000
   b. 3,000-5,000
   c. 5,000-10,000
   d. 11,000-15,000
   e. 15,000-25,000
   f. 25,000-50,000
   g. 50,000-100,000
   h. 100,000-250,000
   i. more than 250,000

3. *Geographically*, what was the total *population* served by your library during the *last fiscal year?* (Use 1970 census data or full-time enrollment data.)

Please supply the following information concerning your *printed* and *non-printed* materials *by and about blacks*.

4. Total yearly *circulation* figures (July 1972-June 30, 1973) of materials by and about blacks. _____

5. Total number of *holdings* by and about blacks. _____

6. Total volumes of *book stock* by and about blacks. _____

7. Total volumes of *bound periodicals* by and about blacks. _____

8. Total number of *unbound periodicals* by and about blacks. _____

9. Total number of reels of *microfilm* by and about blacks. _____

10. Total number of *microfiche* by and about blacks. _____

11. Total number of *photographs* by and about blacks. _____

12. Total number of *newspapers* by and about blacks. _____

13. Total number of *slides* by and about blacks. _____

14. Total number of *videotapes* by and about blacks. _____

15. Total number of *transparencies* by and about blacks. _____

16. Total number of *uncataloged materials* by and about blacks.

a. Periodicals	_____	h. Filmstrips	_____
b. Newspapers	_____	i. Printings	_____
c. Microfilm	_____	j. Recordings	_____
d. Microfiche	_____	k. Audiotapes	_____
e. Books	_____	l. Slides	_____
f. Motion picture film	_____	m. Videotapes	_____
g. Photographs	_____	n. Transparencies	_____

17. Is your library a *depository* for *federal documents*? Yes ____ No ____

18. During the last five years has the library conducted a *self-study*? Yes ____ No ____

Please supply the following information concerning *non-print* holdings *by and about blacks.*

Total in circulation last year:

19. Filmstrips _____
20. Braille books _____
21. Paintings _____
22. Braille newspapers _____
23. Recordings _____
24. Braille periodicals _____
25. Videotapes _____
26. Photographs _____
27. Audiotapes _____
28. Microfilm _____
29. Motion picture film _____
30. Microfiche _____
31. Slides _____
32. Transparencies _____
33. Other _____

Please indicate the number of *stations (carrels, tables, viewing rooms, etc.)* utilized for *individual usage* of the following media:

34. Recordings _____
35. Slides _____
36. Audiotapes _____
37. Motion picture film _____
38. Videotapes _____

39. Is your *catalog or a portion of your catalog* available in other than card form? Yes ____ No ____

40. If the answer to the above question is *yes*, please indicate below in *what form* the catalog is available

41. Do you maintain externally produced *data bases* such as *MARC, ERIC, CA* condensates? Yes ____ No ____

What are they? _____

42. Does your library *make use* of such data bases maintained by other libraries or agencies and/or *assist patrons* in their use of such data bases? Yes ____ No ____

43. What, if any, internally produced data bases has your library *created* and *maintained* in the following categories? (Check)

a. Holdings lists (serials, technical reports, theses, etc.) _____

b. Indexes (newspapers, special collections, etc.) _____

c. Primary data (construction data, local vital statistics, product information, etc.) _____

d. Other _____

44. What is your policy concerning *charges* for use of the data bases (both *internally* and *externally* produced) you maintain?

a. No charge _____

b. Charges for all searches _____

c. Policy varies depending on the nature of the search and person making request _____

d. Other (specify) _____

45. Which, if any, of the following selected *types of equipment* are you currently using and do you *own*, *share*, or *rent* the equipment?

a. Computer _____

b. Random access storage device _____

c. Card punch _____

d. Paper tape typewriter _____

e. Key to magnetic tape device _____

f. Visual display terminal _____

g. Keyboard terminals _____

h. Other terminals _____

46. If the library makes use of *computers*, are there terminals located in the library? Yes ____ No ____

47. Which, if any, of the following *instantaneous transmission of communications* devices are you currently using? (Check)

    a. In-WATS _____

    b. Out-WATS _____

    c. Telex _____

    d. Teletype _____

    e. Other _____

48. Are you utilizing or have you made use of *Cable Television*? Yes ____ No ____

49. If the library staff includes personnel responsible for data processing activities, please report the total number of those employees (full-time equivalent) in each category and indicate the number with professional rank as of June 30, 1973.

	No. on library staff	No. classified as professional	Vacancies as of 6/30/73
a. Management			
b. Analysts			
c. Programmers			
d. Operations staff (including keypunch operators			

50. Does the library have a specific division or department responsible for *mechanized activities*? Yes ____ No ____

51. Please report the total *expenditures* for all library *computer operations* and *instantaneous transmission* or *rapid communications* programs during the last fiscal year. If services provided by agencies of local governments are billed but not actually charged to your budget, include the amount billed in your total cost.

52. What percentage of the total library budget was allocated for the collection of materials by and about blacks?

1971-72	1972-73	1973-74

53. How are materials generally acquired for the collection of materials by and about blacks.

a. By purchase _____

b. By donation _____

c. Through grants _____

d. Other _____

54. Where are your materials by and about blacks housed?

a. Special area _____

b. With general collection _____

c. Other _____

55. How many of the following are available for use?

	In the Library	Special Collection	Interlibrary Loan
a. Microcard and Microprint readers			
b. Reader-printers			
c. Microfilm readers			
d. Microfiche readers			

56. How many photocopy machines are there in your library?

a. For public use _____

b. For internal use _____

c. For utilization in the special collection of materials by and about blacks _____

57. What is the rate of *loss* and *damage* to materials by and about blacks? _____

58. How many hours per week is the general collection open to the *public*?

a. 40 hours or less _____ c. 66 to 72 hours _____

b. 41 to 65 hours _____ d. 73 plus hours _____

59. Total number of staff utilized to *maintain* the collection of materials by and about blacks. _____

60. Total number of *professional librarians* utilized to *maintain* the collection of materials by and about blacks. _____

61. Total number of *para-professionals* utilized to *maintain* the collection by and about blacks. _____

62. Please indicate the total number of *students* who used your library facilities of materials by and about blacks during the period between July 1, 1972 and June 30, 1973. _____

63. Please indicate the total number of *researchers* who used your materials by and about blacks during the period between July 1, 1972 and June 30, 1973. _____

64. Which of the following areas do you feel is your strongest as it relates to materials by and about blacks?

a. *Civil Rights* materials by and about blacks _____

b. *Historical* materials by and about blacks _____

c. *Education* materials by and about blacks _____

d. *Labor* materials by and about blacks _____

e. *Sports* materials by and about blacks _____

f. *Political* materials by and about blacks _____

g. *Business* materials by and about blacks _____

h. *Entertainment* materials by and about blacks _____

i. *Fine Arts* materials by and about blacks _____

65. If you cannot answer No. 64 because you feel your materials by and about blacks run the gamut of the above, please indicate up to four the areas in which you feel you have strength.

a. _____

b. _____

c. _____

d. _____

66. Where are the *concentrations* in these areas? (Please check)

	A	B	C	D
a. Photographs	_____	_____	_____	_____
b. Books	_____	_____	_____	_____
c. Motion picture films	_____	_____	_____	_____
d. Filmstrips	_____	_____	_____	_____
e. Painting	_____	_____	_____	_____
f. Newspapers	_____	_____	_____	_____
g. Recordings	_____	_____	_____	_____
h. Periodicals	_____	_____	_____	_____
i. Videotapes	_____	_____	_____	_____
j. Audiotapes	_____	_____	_____	_____
k. Microfilm	_____	_____	_____	_____
l. Microfiche	_____	_____	_____	_____

67. Would your library be interested in this project as outlined in the cover letter? Yes ____ No ____

Please return by *August 15, 1973*, to: Urban Resource Systems
P.O. Box 161
Haslett, Michigan

THIS QUESTIONNAIRE WAS COMPOSED BY USE OF SEVERAL INSTRUMENTS. OUR THANKS ESPECIALLY TO THE SOUTHEASTERN LIBRARY ASSOCIATION.

APPENDIX B

CONFERENCE IN ATLANTA: A WORKING MEETING TO DEVELOP A NATIONAL NETWORK FOR THE ACQUISITION, ORGANIZATION, PROCESSING AND DISSEMINATION OF LIBRARY MATERIALS BY AND ABOUT BLACKS

OCTOBER 26-28, 1973

THE ATLANTA INTERNATIONAL HOTEL

ATLANTA, GEORGIA

ATLANTA UNIVERSITY

&

THE ATLANTA INTERNATIONAL HOTEL

ATLANTA, GEORGIA

FRIDAY, OCTOBER 26

Opening Session in Dean Sage Auditorium,
Atlanta University

2:00 p.m. - Welcome
Dr. Eric V.A. Winston
Urban Resource Systems

2:15 p.m. - Overview
Mr. Nicholas Gaymon
Director, Florida A & M
University Libraries

2:30 p.m. - Statement of the Problem
Mr. Stanton Biddle
Associate Director
Howard University Libraries

2:45 p.m. - Achievements to Date
Ms. Ann Randall
Graduate Student
Columbia University

3:15 p.m. - Coffee Break

3:30 p.m. - The Charge
Dr. Eric V.A. Winston

3:45 p.m. - Participants' Reactions

5:00 p.m. - Depart for Hotel

7:00 p.m. - Dinner, Hotel
Lisbon Room

REMARKS: Mrs. Martin Luther King, Jr.
President
Martin Luther King, Jr. Center
for Social Change

Rev. Calvin Morris, Director
Martin Luther King, Jr. Center
for Social Change

SATURDAY, OCTOBER 27

Chaired by Mr. Benjamin Guilford,
Assistant Director, Miami-Dade Public Library

9:00 a.m. - Review of Skeletal Document

12:00 p.m. - Lunch

1:00 p.m. - Participant's Reactions:
Alford, Barksdale, Cash, Clayton, Gaymon, Grant, Hicks, Hooker, Hutson, C. Jones, V. Jones, Jordan, Josey, King, Lewis, Papier, Perry, Phinazee, Randall, Reason, Robinson, Siddiqui, Smith, Welch, Wimbish, Wood, Wright, Yates.

3:00 p.m. - Break

3:15 p.m. - Participants' Reactions Continued.

5:30 p.m. - Conclude

6:00 p.m. - Dinner

8:00 p.m. Synthesis and Recommendation

SUNDAY, OCTOBER 28

Chaired by Mrs. Binnie Tate
Los Angeles, California

9:00 a.m. - Synthesis and Recommendation

12:00 p.m. - Lunch

1:00 p.m. - Synthesis and Recommendation

5:00 p.m. - Conclude

APPENDIX C

REVIEWERS OF THE NATIONAL NETWORK PROPOSAL IN ATTENDANCE AT THE WORKING MEETING HELD AT THE ATLANTA INTERNATIONAL HOTEL OCTOBER 26, 27 and 28

LIST OF PARTICIPANTS

Mr. Thomas Alford
Benton Harbor Public Library
213 East Wall Street
Benton Harbor, Michigan 49022

Mrs. Gaynell Barksdale, Director
Atlanta University Library
223 Chestnut Street
Atlanta, Georgia 30314

Mr. Stanton Biddle
Assistant Director,
University Libraries
Howard University
Washington, D.C.

Mrs. Pamela Cash
Librarian
Johnson Publishing Company
320 S. Michigan Avenue
Chicago, Illinois

Mrs. Minnie Clayton
Librarian
Martin Luther King Center for
Social Change
671 Beckwith Street, S.W.
Atlanta, Georgia 30314

Mr. Nicholas Gaymon
Director, University Libraries
Florida A. & M. University
Tallahassee, Florida 32301

Mrs. Louise Giles
Dean, Learning Resources
McComb County Community College
Warren, Michigan

Mr. Benjamin Guilford
Assistant Director
Miami-Dade Public Library
Miami, Florida

Ms. Billie J. Hooker
Office for Advancement for Public
Negro College
805 Peachtree Street, N.E.
Atlanta, Georgia 30308

Mrs. Jean Hutson
Director, Schomberg Collection
New York Public Library
New York City, New York

Dr. Virginia Lacy Jones
Atlanta University
Atlanta, Georgia

Mr. Casper Jordan
Atlanta University
Atlanta, Georgia

Mr. E. J. Josey, Chief
Bureau of Acad. & Res. Lib.
New York State Dept. of Education
Div. of Library Development
99 Washington Avenue
Albany, New York 12210

Ms. Annie King, Librarian
Tuskegee Institute Library
Tuskegee, Alabama 36088

Miss Vera Lewis
Xavier University Library
Palmetto & Pine Street
New Orleans, Louisiana 70125

Ms. Margaret Perry
Education Library
University of Rochester
Rochester, New York

Dr. Annette Phinazee
Dean, Library School
North Carolina Central University
Fayetteville Street
Durham, North Carolina 27707

Ms. Ann Randall
114 Linden Blvd.
Brooklyn, New York

Dr. Joseph Reason
1914 Myrick Road
Tallahassee, Florida 32303

Dr. Henry Robinson
Dean of Learning Resources
Alabama State University
Montgomery, Alabama

Mr. G. Y. Siddiqui
Librarian
Wilberforce University
Wilberforce, Ohio

Dr. Jessie Smith
Fisk University
University Librarian
Nashville, Tennessee 37202

Mrs. Binnie Tate
5006 Victoria Avenue
Los Angeles, California 90043

Mr. Emory Wimbish, Jr., Librarian
Lincoln University Library
Oxford, Pennsylvania 19352

Dr. Eric V.A. Winston, President
Urban Resource Systems
P.O. Box 161
1956 Lac du Mont Drive
Haslett, Michigan 48840

Dr. Wm. M. Wood
Deputy Director, Media Service
Federal City College
425 2nd Street, N.W.
Washington, D.C. 20001

Mr. James R. Wright, Director
Rochester Public Library
Phyllis Wheatley Community
Library
13 Bronson Avenue
Rochester, New York 14608

Ella Gaines Yates
Atlanta Public Library
Atlanta, Georgia

Mrs. Jane Hale Morgan
Executive Assistant Director
Detroit Public Library
Detroit, Michigan

APPENDIX D

JOB DESCRIPTIONS FOR THE STAFF OF THE NATIONAL HEADQUARTERS

Director
Assistant Director
Information Specialist
Executive Secretary
Clerk Typist
Printer
Custodian

EXECUTIVE DIRECTOR

The Executive Director of the National Network also serves as a member of the Governing Board of the National Network. As chief administrative officer of the Network, the Executive Director has the final responsibility for all matters pertaining to the Network. He provides leadership to the staff of the Network, and assists them in attempts to build viable and functional programs.

The Director is directly responsible to the Governing Board. His responsibilities include:

1. Develop programs for the National Network designed to bring the resources of the Network to all citizens nationally.
2. Make annual reports to the Governing Board.
3. Develop communication between the Coordinating Centers, Centers and Satellites.
4. Formulate policies and management and overall direction of programs within the Network.
5. Other duties as indicated by the Governing Board.

ASSISTANT DIRECTOR

The Assistant Director of the National Headquarters reports to the Executive Director and is in charge of the Headquarters in the absence of the Executive Director.

He shall routinely perform the following functions:

1. Perform all aspects of services in the area of reference for individuals requesting information from the National Headquarters.
2. Prepares the quarterly abstracts of Network purchases.
3. Prepares the quarterly newsletter of the National Network.
4. Prepares annotated bibliographies.
5. Prepares catalog of holdings of coordinating agencies.
6. Assists in the development of continuing public relations efforts related to the National Network.
7. Supervises the work responsibilities of the part-time employees of the National Headquarters.
8. Supervises the routine operations of the National Headquarters.

INFORMATION SPECIALIST

The Information Specialist in the National Headquarters performs a variety of professional tasks which are designed to provide the maximum informational and research assistance. The Information Specialist is directly responsible to the Executive Director.

Responsibilities:

1. Serves as a technical information specialist concerned with analyzing, classifying and searching and transmitting information by and about Blacks.
2. Selects and organizes for the Network source materials by and about Blacks.
3. Develops user interest profiles.
4. Analyzes subject content of source materials.
5. Prepares abstracts, extracts, bibliographies and/or indexes.
6. Assists in development or maintenance of appropriate automatic data processing systems.
7. Assists in development and applies document controls such as the source, descriptor list and subject heading list.

Knowledge:

1. Practical knowledge of retrieval system.
2. Understanding special interest requirements of users of the information systems.

EXECUTIVE SECRETARY

The Executive Secretary, under general direction, acts as a private secretary or personal assistant to the Executive Director of the National Network.

Responsibilities:

1. Serves as a liaison between the Executive Director and other staff of the Network.
2. Arranges meetings and conferences and prepares agendas.
3. Attends meetings and records the proceedings.
4. Transmits Network information, assignments, and reports.
5. Supervises office operations.
6. Advises and assists Executive Director on budget maintenance and record keeping problems.
7. Interprets Network policies and procedures.
8. Checks document flow through the office.
9. Prepares official correspondence and directives.
10. Coordinates clerical details in the preparation of annual budgets.
11. Writes or replies to letters concerning routine business.
12. Drafts replies for Executive Director's signature.
13. Reads reports and summarizes information to facilitate review by the Executive Director.
14. Performs related duties as assigned.

CLERK-TYPIST

The Clerk-Typist under general supervision of the Executive Secretary performs general clerical duties for the National Headquarters.

Responsibilities:

1. Serves as an office receptionist and information source.
2. Types letters, memoranda, reports, and other material.
3. Types speeches, bulletins, statistical tables, accounting schedules, and other material.
4. Edits material for grammar, punctuation and spelling.
5. Types information on cards, labels, envelopes, and folders.
6. Fills in blank forms with data from records and correspondence.
7. Posts expenditures, income, and similar data and financial records.
8. Keeps part-time staff time records.
9. Prepares business procedure forms, including personnel, purchasing, and accounting documents.
10. Classifies, sorts, dates and files correspondence, business documents, and other office records.
11. Does routine sorting, filing, and record keeping.
12. Performs related duties as assigned.

PRINTER-COPIER

The Printer-Copier in the National Headquarters shall perform the following:

1. Operate and maintain all printing and copying equipment in the National Headquarters.
2. Prepare all material to be printed and copied.
3. Print and copy all materials designated for copy.
4. Maintain all mailing lists for the National Headquarters.
5. Maintain and operate all addressograph machines in the National Headquarters.
6. Update all mailing lists as necessary.
7. Other duties as assigned.

CUSTODIAN

The Custodian of the Headquarters of the National Network shall perform the following:

1. Sweep, dusts and maintains room facilities.
2. Cleans and replinishes appliances as necessary.
3. Makes reports on facility's condition.
4. Moves furniture and equipment.
5. Serves as delivery person for the National Headquarters.
6. Other duties as assigned.

APPENDIX E

JOB DESCRIPTION FOR STAFF OF COORDINATING CENTERS OF THE NATIONAL NETWORK

CLERK TYPIST

The Clerk-Typist in the Coordinating Center will report to the Information Specialist and perform the following responsibilities:

Responsibilities:

1. Serves as an office receptionist and information source.
2. Types letters, memoranda, reports, and other material.
3. Types speeches, bulletins, statistical tables, accounting schedules, and other material.
4. Edits material for grammar, punctuation and spelling.
5. Types information on cards, labels, envelopes, and folders.
6. Fills in blank forms with data from records and correspondence.
7. Posts expenditures, income and similar data and financial records.
8. Keeps part-time staff time records.
9. Prepares business procedure forms, including personnel, purchasing, and accounting documents.
10. Classifies, sorts, dates and files correspondence, business documents, and other office records.
11. Does routine sorting, filing, and record keeping.
12. Performs related duties as assigned.

INFORMATION SPECIALIST

The Information Specialist in the Coordinating Centers of the National Network shall perform the following functions:

Responsibilities:

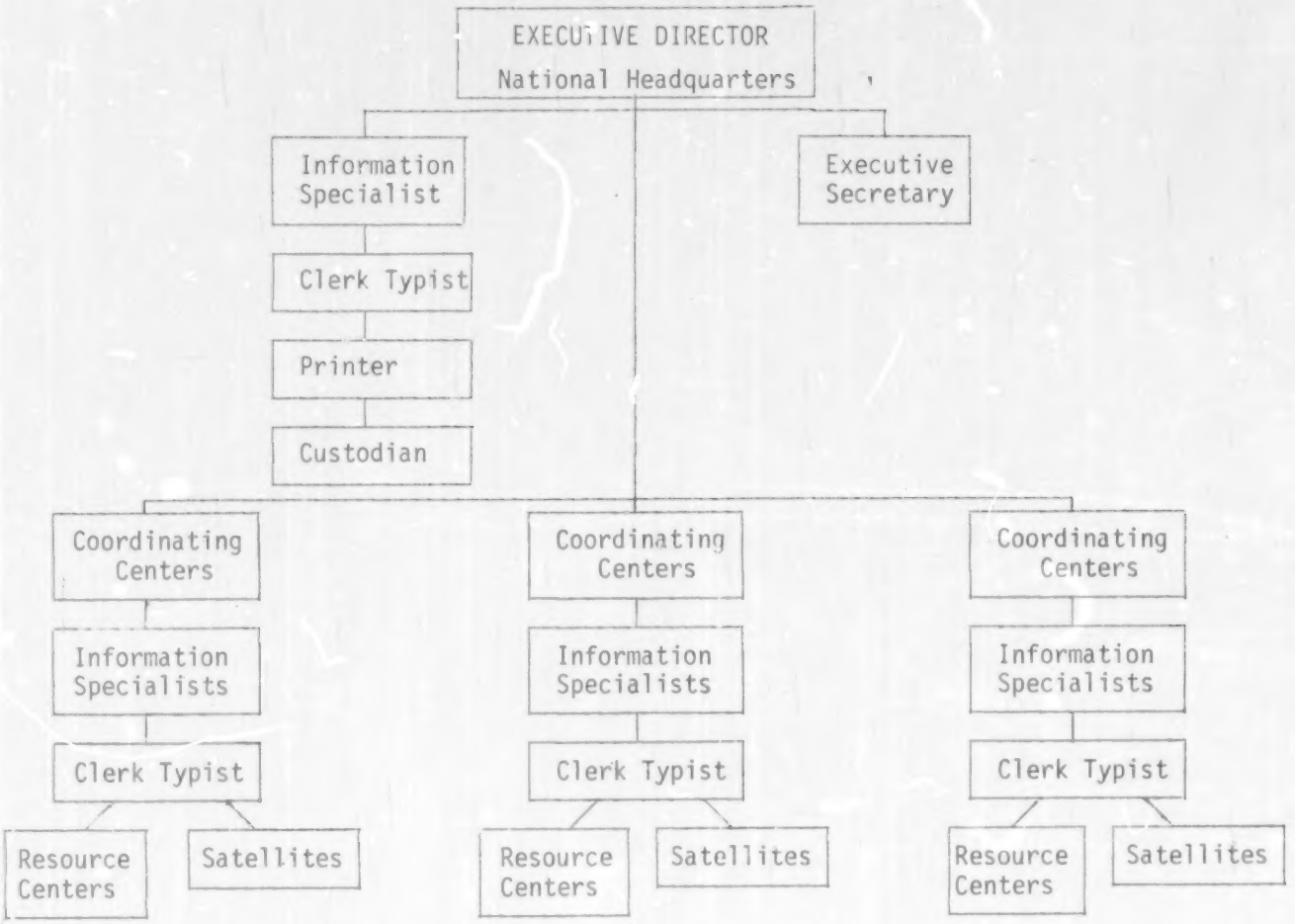
1. Serves as a technical information specialist concerned with analyzing, classifying and searching and transmitting information by and about Blacks.
2. Selects and organizes for the Network source materials by and about Blacks.
3. Develops user interest profiles.
4. Analyzes subject content of source materials.
5. Prepares abstracts, extracts, bibliographies and/or indexes.
6. Assists in development or maintenance of appropriate automatic data processing systems.
7. Assists in development and applies document controls such as the source, descriptor list and subject heading list.

Knowledge:

1. Practical knowledge of retrieval system.
2. Understanding special interest requirements of users of the information systems.

APPENDIX F

ORGANIZATIONAL CHART OF THE NATIONAL NETWORK


GOVERNING BOARD
EXECUTIVE DIRECTOR
National Headquarters
Information Specialist
Executive Secretary
Clerk Typist
Printer
Custodian
Coordinating Centers
Coordinating Centers
Coordinating Centers
Information Specialists
Information Specialists
Information Specialists
Clerk Typist
Clerk Typist
Clerk Typist
Resource Centers
Satellites
Resource Centers
Satellites
Resource Centers
Satellites